City of Lafayette Staff Report

For:	City Council
By:	Tracy Robinson, Administrative Services Director
Date Written:	**July 21, 2009**
Meeting Date:	July 27, 2009
Subject:	Policy for Voice & Data Plans for City Authorized Cell Phones

---

The City currently provides cell phones and monthly voice-only service for the management staff, engineers, police officers and other select field staff.

The City has determined that it is beneficial for certain employees to have access to voice and data communications at all times and this policy will establish the guidelines for providing the service to those employees.

Employees eligible for voice & data cell phone service are:

- Management Staff
- Engineers
- Other employees as approved by the City Manager on a case-by-case basis

Employees who wish to take advantage of voice & data cellular service will purchase their own phone devices and the City will not be responsible for any loss or damage.

Employees can then decide between two options for monthly service:

OPTION 1
Employees will join the City's current cell phone plan and the monthly cost of voice & data services will be paid directly by the City.

OPTION 2:
The City will provide a monthly stipend of $75 for employees to purchase their own cell phone voice & data plans. Note that this money will be taxable to the employee.

Employees who do not wish to purchase a voice & data cell phone device will continue to have city owned voice-only cell phones issued to them with service provided via the City's current plan.

Recommendation: Approve policy for voice & data plans for city authorized cell phones.